

## **Change Venue - Motion to**

### **Instructions:**

**Select** *Bankruptcy*

**Select** *Motions/Applications*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Change Venue](#)

**Insert** “Notice” if the document is titled Motion and Notice

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, Verify and attach** the correct pdf file

- Add attachments, if applicable

**Enter** new district name in the space provided

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.